

Employee Navigator Job Aid

Active Bar

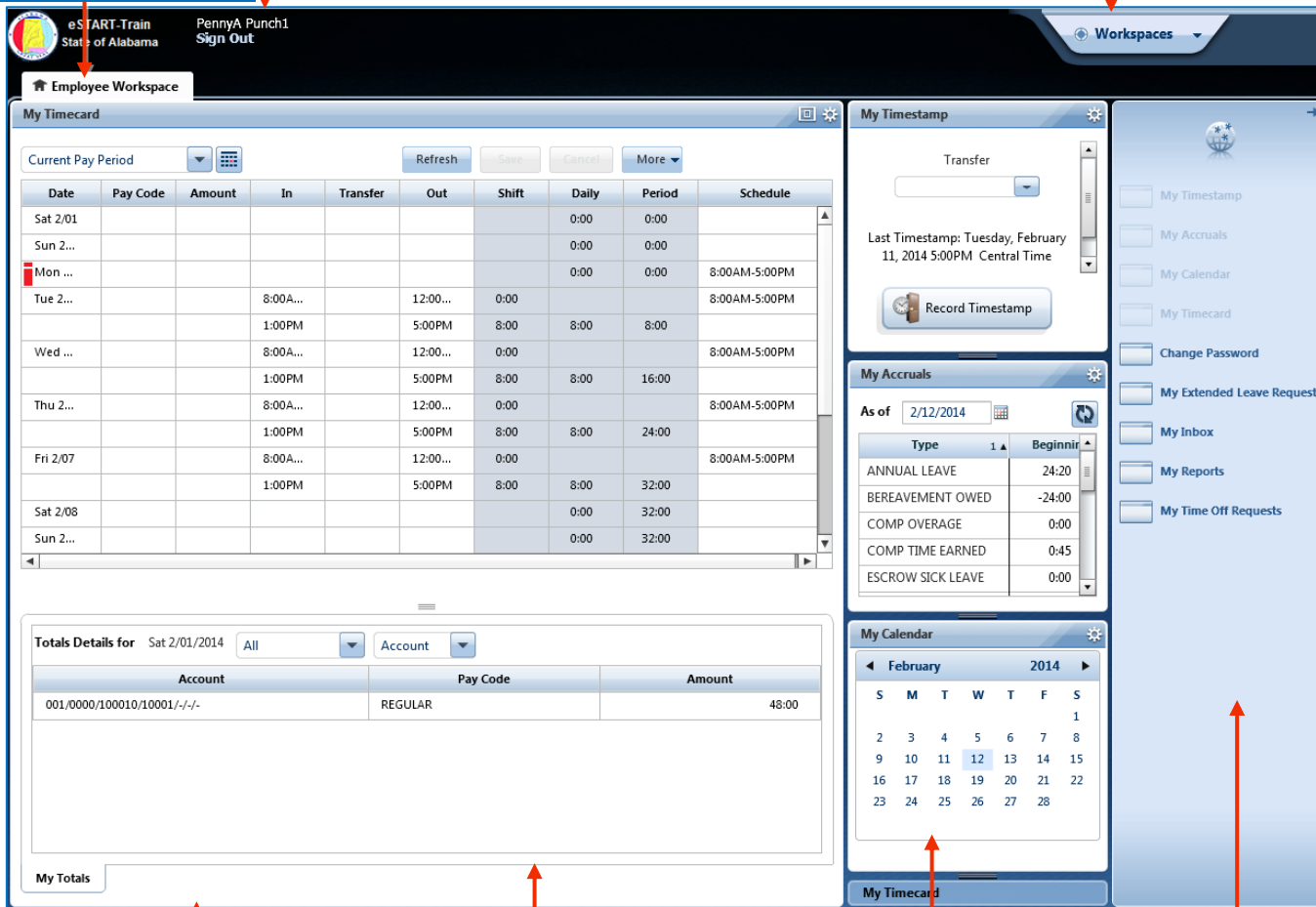
Displays active workspaces; click title to bring a workspace into focus. (Employee Workspace is the only one in this example.)

Name / Sign Out

Identifies user and a link to log out of navigator.

Carousel

Container for one or more workspaces.



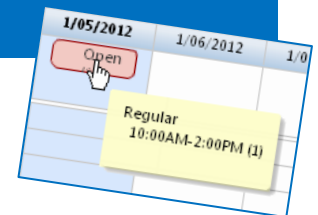
The screenshot shows the eSTART Employee Navigator interface. At the top, the 'Active Bar' displays 'eSTART-Train State of Alabama' and 'PennyA Punch1 Sign Out'. Below this is the 'Employee Workspace' which contains several widgets. The 'My Timecard' widget shows a table of timecard data. The 'My Timestamp' widget shows a 'Transfer' dropdown and a 'Record Timestamp' button. The 'My Accruals' widget shows a table of accruals. The 'My Calendar' widget shows a calendar for February 2014. The 'Totals Details' widget shows a table of totals. The 'Related Items Pane' on the right contains links to various features like 'My Timestamp', 'My Accruals', 'My Calendar', 'My Timecard', 'Change Password', 'My Extended Leave Requests', 'My Inbox', 'My Reports', and 'My Time Off Requests'.

Date	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period	Schedule
Sat 2/01							0:00	0:00	
Sun 2/02							0:00	0:00	
Mon 2/03							0:00	0:00	8:00AM-5:00PM
Tue 2/04			8:00AM		12:00PM	0:00			8:00AM-5:00PM
Wed 2/05			1:00PM		5:00PM	8:00	8:00	8:00	
Thu 2/06			8:00AM		12:00PM	0:00			8:00AM-5:00PM
Fri 2/07			1:00PM		5:00PM	8:00	8:00	16:00	
Sat 2/08			8:00AM		12:00PM	0:00			8:00AM-5:00PM
Sun 2/09			1:00PM		5:00PM	8:00	8:00	24:00	
Mon 2/10									
Tue 2/11									
Wed 2/12									
Thu 2/13									
Fri 2/14									
Sat 2/15									
Sun 2/16									
Mon 2/17									
Tue 2/18									
Wed 2/19									
Thu 2/20									
Fri 2/21									
Sat 2/22									
Sun 2/23									

Account	Pay Code	Amount
001/0000/100010/10001/-/-	REGULAR	48:00

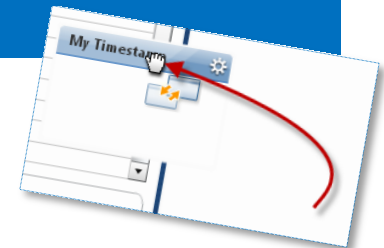
Hovering for Details

Hover the mouse to see details, where applicable.



Repositioning Widgets

Move a secondary widget into a primary position by clicking the title bar, dragging it over a primary widget, and releasing.



Workspace

Displays one or more widgets and the Related Items pane.

Widgets

A widget is a task-oriented tool or view into eSTART. There will be one or two primary widgets, depending on the workspace—these are widgets you can use to perform tasks. There may also be one or more smaller-sized secondary widgets, but normally these are for viewing only until you swap them into a primary position.

Related Items Pane

Includes additional widgets for less common tasks.